



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report December 7, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 676 749 973#
 - **Video Participation** (audio and video recording will be taking place)
 - Click link: bit.ly/BarrSB
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 676 749 973#



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1. Agenda

- a. See attached, [Agenda 2020-12-07](#)

2. Appointments

- a. Transfer Station Review Committee Recommendations – **Vote**
 - i. See attached, [Committee Recommendation Hours of Op and Private Contractors](#)
 - ii. Transfer Station Hours Change
 1. The Committee supports the Select Board's request to extend the hours on Tuesday to 6pm and reduce the hours on Saturday to 4pm.
 2. The Select Board is asked to consider approving the adjusted Transfer Station hours to begin January 1, 2021.
 - iii. Reverse 2008 Decision Regarding Contractor Waste
 1. The Committee is beginning to work on policies and procedures to ensure facility utilization is by Barrington residents and for waste generated in Barrington. During a review of previous discussions, a 2008 Select Board decision was identified which aimed to limit contractor use of the facility. This decision was never implemented, and a recent legal review raises concerns about the decision.
 2. The Select Board is asked to consider reversing the November 10, 2008 decision to restrict private contractors from using the Transfer Station.
- b. Budget Presentation – Advisory Budget Committee Final Report – Discussion
 - i. Electronic Budget Binder: www.barrington.nh.gov/2021budget
 - ii. See attached, [Advisory Budget Committee Minutes 201201](#)
 1. See attached, [Fire Equipment Funding Capital Reserve 201203](#)
 2. See attached, [Fire Equipment Funding to Revolving Fund 201203](#)
 - iii. The Select Board is asked to consider the final recommendations presented by the Advisory Budget Committee.
- c. Additional and Updated Budget Binder Documents
 - i. See attached, [2021 Budget Summary by Function 201201](#)
 - ii. See attached, [Executive-Admin-Govt Building-Gen Asst-Misc Budget Cover 201201](#)
 - iii. See attached, [Tax Budget Cover 201201](#)
 - iv. See attached, [Town Clerk-Election Budget Cover 201201](#)
 - v. See attached, [Transfer Station and Recycling Center Budget Cover 201201](#)
 - vi. See attached, [Highway-Dams Budget Cover 201201](#)
 - vii. See attached, [Building Budget Cover 201201](#)
 - viii. See attached, [Planning-Land Use Budget Cover 201201](#)
 - ix. See attached, [Library Budget Cover 201201](#)



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- x. See attached, [Police Budget Cover 201201](#)
- xi. See attached, [Fire-EMS-Cemeteries Budget Cover 201201](#)
- xii. See attached, [Recreation Budget Cover 201201](#)

3. Old Business

a. New Town Hall Update – Discussion

- i. Progress is continuing on the new Town Hall project. Although the project has experienced delays, I believe we are back on track. The delays have primarily been due to State approvals on the original subdivision. Construction activities cannot commence on the Town Hall lot until the larger subdivision is fully approved. Please review the timeline below regarding past and upcoming milestones.
 - 1. March 12, 2019: New Town Hall project received voter support.
 - 2. March through May 2019: The Select Board formulated and appointed members to the Town Hall Building Committee.
 - 3. May 29, 2019: The Town Hall Building Committee began meeting to develop a Request for Qualifications for the New Town Hall project.
 - 4. August 27, 2019: The Request for Qualifications was advertised.
 - 5. October 7, 2019: The Select Board supported the Town Hall Building Committee's recommendation to select Careno Construction as the design-build contractor for the new Town Hall project.
 - 6. October 2019 through March 2020: The contractor and Town Hall Building Committee developed and refined plans for the new Town Hall.
 - 7. April 21, 2020: The new Town Hall project received conditional approval from the Planning Board.
 - 8. May through July 2020: The contractor has worked with the Town Hall Building Committee to finalize design development.
 - 9. July 2020: The subdivision creating the Town Hall was redesigned in order to meet the requirements of the NH Department of Transportation for permitting.
 - 10. September 11, 2020: The new Town Hall design received approval for the Alteration of Terrain permit from the New Hampshire Department of Environmental Services.
 - 11. November 3, 2020: The new subdivision design received conditional approval from the Planning Board.
 - 12. November 2020 through February 2021: The original subdivision is expected to receive State permits and be finalized; construction activities can commence.



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13. Spring through Winter 2021 (anticipated): The new Town Hall project will be constructed.
 - ii. Recognizing the project delays and construction cost inflation from 2019 (when the project was approved) to 2021 (when the project is expected to be constructed), the contractor has suggested that the Select Board evaluate additional appropriations in order to avoid impacts to the building's design, floor plan, square footage or finishes.
 1. See attached, [Careno Construction Spring Construction Letter 11-13-20](#)
- b. Extend Waiver of Site Review Requirements – **Vote**
 - i. On May 11, 2020, when indoor dining and entertainment was limited, the Select Board voted to waive the enforcement of site review requirements in order to allow Barrington businesses to expand their operations outdoors.
 - ii. On August 24, 2020, the Select Board voted to extend the waiver through 12/31/2020.
 - iii. In consultation with the Town Planner, Building Inspector, Fire Chief, and Police Chief, I am requesting that the Select Board consider extending the deadline to June 1, 2021. This should allow any business a reasonable amount of time to bring an application before the Planning Board if they wish to continue their expanded operations beyond June 1st.
 - iv. The Select Board is asked to consider extending the waiver of site review requirements for local restaurants and the cinema for outdoor operations through June 1, 2021.
- c. Highway Garage Office Renovation – **Vote**
 - i. On October 5th, the Select Board voted to purchase and install a semi-permanent jobsite trailer at the Highway Garage. The trailer purchase was \$75,053, not including the necessary site work and utility hookups. The total cost was estimated to be \$100,000.
 - ii. The Road Agent was extremely appreciative of the Board's swift action to make improvements in his Department's working environments but began feeling that the cost vs. benefit was getting out of balance. As previously discussed, in order to protect the Town's interests (and funds), the Road Agent began evaluating a limited renovation of the existing facility instead.
 - iii. Marc worked with the Building Inspector to develop a scope of work for the potential renovation. The work would include creating and isolating two offices and a customer service window on the first floor of the existing building. This would involve moving the stairs, installing windows, installing a split system for HVAC and making the upstairs available for onsite file storage. The accompanying electrical work would be performed by the Town's Electrician of Record and is estimated to cost \$5,000-\$7,000.
 - iv. Marc worked with four local contractors to receive quotes for the specified scope of work.
 1. See attached, [Hadden Fine Carpentry](#)



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- a. \$93,640: Includes demolition.
2. See attached, [Monadnock Commercial Building Company](#)
 - a. \$52,660
3. See attached, [Malone Builders and Contractors](#)
 - a. \$36,982
4. See attached, [Craven Construction](#)
 - a. \$26,300 Excludes HVAC (+\$8,000)
- v. Based on price, references, availability, and submitted materials, Marc recommends selecting Malone Builders and Contractors. Including the electrical (\$5,000-\$7,000), and a 10% contingency, this project is expected to cost no more than \$50,000; half of the cost that a semi-permanent jobsite trailer would have been.
- vi. We propose utilizing the same funding source as approved for the jobsite trailer; unspent 2020 appropriations. The Advisory Budget Committee previously supported this funding source.
- vii. The Select Board is asked to consider awarding the Highway Garage office renovation project to Malone Builders and Contractors utilizing up to \$50,000 of available 2020 surplus funds.

4. New Business

- a. Additional Meeting – December 28, 2020 – RSA 41:14-a – Discussion
 - i. The RSA 41:14-a process requires strict scheduling (two hearings, two weeks apart and a vote 7-14 days after the second hearing). The Select Board's schedule does not align with the required timeline until February. As an alternative, the Board has agreed to add a meeting on December 28th with an agenda limited to the statutory RSA 41:14-a process. This will be a properly noticed virtual meeting starting at 6:30pm.

5. December Work Anniversaries

- a. Richard Walker Jr. • Fire Chief • 20 Years
 - i. Hired in December of 2000 as a full-time member of the Highway Department crew; previously appointed as part-time Chief in July of 1999.
- b. Robert Brown • Highway Department • 13 Years
- c. Dana Martel • Custodian • 8 Years
- d. Brian Dodier • Highway Department • 7 Years
- e. Susan Milioto • Library Desk Clerk • 3 Years
- f. Christopher Wareing • Fire Department • 2 Years
- g. Jake Roger • Fire Department • 2 Years
- h. Kieron Taylor • Fire Department • 1 Year
- i. Lilah Cherim • Fire Department • 1 Year
- j. Rebecca Nelson • Deputy Town Clerk • 1 Year



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6. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

7. Upcoming Meetings/Events

- a. December 14, 2020 – Select Board Meeting – Budget Finalization and Preparation for Public Hearing
- b. December 28, 2020 – Select Board Meeting – RSA 41:14-a Public Hearing Only
- c. January 4, 2021 – Select Board Meeting – Budget and Warrant Article Public Hearing
- d. January 18, 2021 – TENTATIVE Select Board Meeting – Budget and Warrant Article Public Hearing